

PART	CHAPTER	PAGE	DATE
TWO	5	25	11/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL ARIZONA COUNTIES

Function:

Environmental Quality / Health

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Permitted establishment files including inspection reports, permit applications, food borne illness reports, citizen complaints, embargo & destruction reports, incident reports, correspondence, etc.		-	-	5	After date record is placed in file (When establishment closes, keep balance of the file for 5 years.)
2	Permit records including revenue receipts, unpaid permits, and permit copies		-	-	3	After permit expiration date
3	Establishment plans, plan reviews and construction correspondence		-	-	5	After establishment closes
4	Legal action records including cease and desist orders, stipulation orders, etc.		-	-	10	After calendar prepared or received
5	Citizen complaints (other than for permitted establishments)		-	-	3	After calendar year received
6	Food handlers training records		-	-	3	After calendar year of training
7	Water and sewer construction and improvement records: a. Federally funded projects expenditure records b. Locally funded projects expenditure records c. "As-built" plans		-	-	3	After final payment (Check recordkeeping requirements of funding agency.)
			-	-	3	After project completed
			-	-	-	Retain until plant is abandoned or demolished
8	Water and sewage treatment system maintenance records		-	-	10	After calendar year maintenance performed
9	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153		-	-	2	After calendar year created (40 CFR 153)

**Supersedes Schedule Dated:
March 11, 1999**

Approved by:

X *Gladyss Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001

PART	CHAPTER	PAGE	DATE
TWO	5	26	11/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 2 of 3

ALL ARIZONA COUNTIES

Function:

Environmental Quality / Health

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10	Sewage treatment – copy of semi-annual report to EPA		-	-	10	After period reported
11	Sewage treatment plant monthly operational reports		-	-	5	After calendar year created
12	Sewage treatment plant discharge monitoring reports		-	-	10	After calendar year of report
13	Individual sewage disposal systems including applications, permits, plot plans, engineering reports, etc.		-	-	-	Retain for the life of the facility
14	Sewer system plans (ACC certified companies)		-	-	-	Retain for the life of the system
15	Water treatment plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		-	-	-	Retain for the life of the plant
16	Water system plans (ACC certified companies)		-	-	-	Retain for life of facility
17	Water system records of bacteriological analyses made pursuant to 40 CFR 141		-	-	5	After calendar year of analysis (40 CFR 141.33)
18	Water treatment records of chemical analyses made pursuant to 40 CFR 141		-	-	10	After calendar year of analysis
19	Water treatment records of action taken to correct violations of Federal primary drinking water regulations		-	-	3	After the last action taken on a particular violation (40 CFR 141.33)
20	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system		-	-	10	After completion of the sanitary survey (40 CFR 141.33)
						Supersedes Schedule Dated: March 11, 1999

Approved by:

X *Shadysheen Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001

PART	CHAPTER	PAGE	DATE
TWO	5	27	11/01

RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 3 of 3

ALL ARIZONA COUNTIES

Function:

Environmental Quality / Health

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
21	Water treatment records of any variance or exemption granted to the water system		-	-	5	After expiration of variance or exemption (40 CFR 141.33)
22	Water treatment sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88		-	-	12	After calendar year of creation or receipt (40 CFR 141.91)
23	Water and sewer billing records		-	-	3	After fiscal year prepared
24	Subdivision and trailer park files: a. Preliminary plans, plats, inspection reports, correspondence, complaints, etc. b. Final plats and certificates c. Reports of annual compliance inspections		-	-	1 30 3	After calendar year approved After calendar year of approval After calendar year prepared
25	Public and semi-public swimming pool files including plans, investigative reports, correspondence, applications, permits, etc. ACC = Arizona Corporation Commission		-	-	5	After calendar year of final approval
						Supersedes Schedule Dated: March 11, 1999

Approved by:

X *Shirley W. Wells*
Director, Arizona State Library, Archives and Public Records

Approval Date:

NOV 5 2001